



Volunteer Opportunity:
Department/Division:

Clerical Assistant
Police Department – Animal Services

Contact

Malaika Marion
Managing Director of
Community Services

817-788-7305
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Location

Animal Services
891 Cannon Road
Hurst, Texas 76054

Qualifications

Must be animal-friendly, able to accurately follow instructions. Secretarial experience preferred. Applicants must have the ability to learn phone system and have basic computer skills.

Duties

- A. Answer phones
- B. Greet visitors
- C. Assist public with inquiries and tours
- D. File and type
- E. Perform other clerical support duties

Requirements

Minimum age: 18
Time Commitment: 3-5 hours per week; Hours can be arranged Monday through Friday between 9 am and 6 pm
No Criminal Record

Training

Will be provided as needed.

Special Requirements

Physical Demands: See, hear, talk, write, walk, sit, stand, stoop, bend, squat, push, and pull.

Mental Demands

Speak clearly, read and comprehend; comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

The volunteer will work inside and be protected from most weather conditions; works in a sometimes noisy, allergen-sensitive environment. Will have great interaction with animals and public.